

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	June 20, 2005
SUBJECT:	Employment of Personnel Related by Blood or Marriage in the Same Management Unit
NUMBER:	PM-05-004
EFFECTIVE DATE:	Immediately Until Replaced or Superseded

1. Purpose

This Policy Memorandum is to set forth the Northern Plains Area (NPA) policy regarding the hiring of relatives (personnel related by blood or marriage) in the same Management Unit.

2. Policy

The Northern Plains Area Office maintains the policy of hiring the best qualified persons available for all work positions. The Area Office recognizes that there may be rare occasions in which the best qualified person is related, by blood or marriage, to an incumbent NPA employee.

3. Procedures

In order to adhere to the highest ethical standards and to avoid any perception of nepotism, the following procedures must be followed before such hires will be considered for approval. This applies to all positions: permanent, temporary, full-time, part-time, professional, wage grade, student, and those under specific cooperative agreements and RSAs.

a. The Hiring Official must make a comprehensive effort to fill the position with an applicant not related by blood or by marriage to any incumbent employee at that particular management unit.

b. After exhaustive efforts to seek applicants, if a relative of an incumbent employee is deemed to be the best qualified person available, the relative may be hired with the following stipulations:

(1) The Research Leader (RL) of the management unit will submit detailed written documentation of recruitment procedures and justify the need to hire the relative

of a current employee (see attached Recruitment Procedures Form). The Location Administrative Officer (LAO) will review and sign concurrence. The Area Director will approve or disapprove the action.

(2) If the action is approved, the RL of the management unit is responsible for insuring that all supervision regulations are followed properly.

(3) During the term of employment, written quarterly reports will be submitted to the Area Director by the RL with concurrence by the LAO that describe and verify the new employee's supervisor and duties/work assignments for that time period as well as the supervisor of the incumbent relative and work assignments (see attached Quarterly Report Form).

(4) Any change in supervisor will require Area Director approval before action is taken.

4. Point of Contact

For further information please contact the Area Human Resources Department at 970-492-7002.

/s/

W.H. BLACKBURN
Area Director
Northern Plains Area

EMPLOYMENT OF PERSONNEL RELATED BY BLOOD OR MARRIAGE
IN SAME MANAGEMENT UNIT

RECRUITMENT PROCEDURES

Position Title and Announcement Number

Closing Date

Management Unit

Location

Research Leader

Signature

Date

Location Administrative Officer

Signature

Date

1. Describe in detail the recruitment procedures that were followed to seek applicants for this position, e.g., time frame of search, organizations/individuals contacted, MU staff involvement, and other pertinent actions taken to insure a viable applicant pool.
2. List the applicants that were designated as qualified for this position and the status of each in regard to employment for this position.
3. If no viable applicant pool was formed, describe the actions taken to remediate that situation.
4. List the applicants that were interviewed for this position, the dates of the interviews, and personnel participating in interviews. Explain your assessment of interview results.
5. Based on the above information, justify your assessment that the relative of an incumbent employee is the best qualified available candidate for this position.
6. Describe the actions you will take to insure that supervision regulations regarding nepotism are strictly enforced.

Approved / Disapproved.

Area Director

Date

EMPLOYMENT OF PERSONNEL RELATED BY BLOOD OR MARRIAGE
IN SAME MANAGEMENT UNIT

QUARTERLY REPORT TO AREA OFFICE

For quarter beginning (MM/DD/YY) _____ and ending (MM/DD/YY) _____

Management Unit and Location_____

New Employee's Name_____

New Employee's Position/Title_____

Name of New Employee's Supervisor_____

Position of New Employee's Supervisor_____

Name of Incumbent Relative _____

Incumbent Relative's Position/Title_____

Name of Incumbent Relative's Supervisor_____

Position of Incumbent Relative's Supervisor_____

List and describe the work assignments of new employee for referenced time period:

List and describe the work assignment of incumbent relative in same Management Unit for referenced time period:

Describe in detail any job-related interaction that occurred between the related employees. Include team assignments; laboratory, field, or office work; meetings; seminars; field days; etc.

Verified as true and accurate by the following Management Unit administrators:

_____	_____	_____
Research Leader	Signature	Date

_____	_____	_____
Location Administrative Officer	Signature	Date

Area Director Concurrence:

_____	_____
Area Director	Date